

ATTACHMENT A GENERAL PROJECT INFORMATION

INTRODUCTION

The purpose of this contract is to provide professional architectural and construction administration services to the County of San Diego (County) Department of General Services Project Management Division in support of construction a branch library in the community of Lincoln Acres. The consultant shall have staff qualified to assist General Services with preparation of construction documents, with permit processing, and with construction administration.

SCOPE OF WORK

The community of Lincoln Acres is home to the smallest branch library in the County of San Diego's library system. The building's area is approximately 1970 square feet (sf), including a 761 sf community room operated by the County's Department of Parks and Recreation that has a recently renovated commercial kitchen.

The building, constructed as a portable facility in 1948, was moved onto the site in 1961. Useful life is exceeded by more than 15 years. The County will demolish it at its discretion.

North of the existing library is a former firehouse station for the Lower Sweetwater Fire Protection District. The property is approximately 3,460 sf and the building approximately 2,400 sf. The Fire District deeded the building and property to the County. The County will demolish the building at its discretion.

South of the library is a 12,000 sf property at 2729 Granger Avenue with various residential units. The County is in the process of purchasing this property. The County's intent is to build the new Lincoln Acres Library / Park / Community Room on this site.

The County will engage the services of an Architectural / Engineering (A/E) firm to provide construction documents and construction administration professional services for constructing the new Lincoln Acres Library / Park/ Community Room building. The new facility will be single story and will house a:

- 2,750 sf library
- 1,250 sf community room with kitchen
- 250 sf Fire Department administration office
- 250 sf Sheriff's administration office
- Mens and womens restroom facilities with independent exterior access.

The County anticipates the facility will have a maximum 5,250 gsf with off site improvements, a new parking lot, incidental playground work, and demolition of existing adjacent structures. The forecast construction cost is \$2.25M for the 2009-2010 fiscal year.

The selected A/E firm will provide construction documents and cost estimates for each phase of the project, specifications, assistance with and attendance at design and public community / County staff presentations, developing renderings, preparing design schedules, and coordinating and obtaining zoning and construction approvals with all permitting agencies for various project phases. The new building and site will require coordination of disciplines such as: landscape, architectural, civil, structural, mechanical, electrical, plumbing, and low voltage.

EVALUATION CRITERIA IN PRIORITY ORDER

The following priority order will be used to evaluate pre-qualified submittals:

1. Knowledge of and experience with processing Major Use Permits, Minor Use Permits, Conditional Use Permits with local municipalities within the County of San Diego and with the County of San Diego Department of Planning and Land Use; and familiarity with the Lincoln Acres community.
2. Performance on public meeting space projects located in San Diego County and completed within the last four years in terms of technical requirements, quality of work, and compliance with performance schedules and standards.
3. Resumes and experience of the firm members assigned to this project; licensure with California State Board of Registration for all specialties where appropriate; longevity of project staff with the firm or in the discipline.
4. Cost estimating.
5. Ability to coordinate disciplines such as landscape, architectural, civil, structural, mechanical, electrical, plumbing, and low voltage.
6. Ability to represent County at design and public community / County staff presentations.
7. Scheduling.
8. Design development and preparation of construction documents with specifications.
9. Construction administration services provided for referenced projects and other projects completed in San Diego County in the past four years.
10. Location of the firm relative to where project services are performed and / or pertinent knowledge of San Diego County.
11. Develop renderings.
12. Ability to assist County with Request for Bid (RFB) process.

The maximum points attainable are 150. Attachment B Evaluation Criteria in Priority Order is provided as a sample score sheet with maximum points possible for each criterion.

EVALUATION SCORING

A sample score sheet is provided as Attachment C.

SAMPLE CONTRACT

A sample contract and exhibits are provided in Attachment D as follows:

- D.1 Sample Contract
- D.2 Sample Exhibit B Payment Terms
- D.3 Sample Exhibit C Insurance and Bonding Requirements